

ABERDEEN CITY COUNCIL

COMMITTEE	Staff Governance Committee
DATE	27 June 2022
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Corporate Health and Safety – January – March 2022
REPORT NUMBER	COM/22/133
DIRECTOR	Gale Beattie
CHIEF OFFICER	Fraser Bell
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TERMS OF REFERENCE	3.3

1. PURPOSE OF REPORT

- 1.1 The appendix to this report summarises statistical health and safety performance information for the 3-month reporting period January - March 2022 to provide the Committee with the opportunity to monitor compliance with health and safety legislation.

2. RECOMMENDATION

That the Committee:

- 2.1 Note the report and provide comment on the health, safety policy, performance, trends, and improvements.

3. CURRENT SITUATION

- 3.1 The appendix to the report contains a review of health and safety activities for the three-month reporting period January – March 2022 and the appendix to the report contains statistical information of the same period. The statistical information is now provided as a series of charts in the appendix, which also contains an analysis of these figures in each of the incident and near miss sections.

The Reporting of Injuries, Diseases and Dangerous Occurrences 2013 (RIDDOR) places duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to the Health and Safety Executive (HSE). This reporting duty includes incidents which result in an employee being absent from work for 7 days or longer, which have historically been the main reason for Aberdeen City Council's reports to HSE.

This report addresses the following matters:

- Process for making Aberdeen City Council Covid-secure
- All incidents involving employees and members of the public (serious and minor)
- HSE Reportable Incidents
- Reportable Diseases
- Near Miss Information
- Enforcement Interventions
- Fire Risk Assessment
- Health and Safety Audits
- Compliance Monitoring
- Health and Safety Policies, Procedures and Guidance

3.2 Covid-Secure

In this reporting period Aberdeen City Council has continued to follow Scottish Government guidance to prevent the risk of coronavirus outbreaks in the workplace. Restrictions have started to be lifted and a phased return to offices is being planned. Compliance checks have continued to ensure that those controls required are still in place in our offices and other buildings. Risk assessments remain in place for staff who cannot work from home to ensure their safety.

3.3 Incidents (Jan-Mar 2022)

All incident and near miss information in the appendix to this report has been provided to Cluster level in the appendix. However, within the Operations Function these have also been reported to Service area level.

Incident information

3.4 The figures are reported to Cluster level for both employee and third-party incidents. Causation figures are also included within the appendix. There is also now comparison for each of the two years prior to this reporting period.

3.5 Page five of the appendix details the breakdown of incidents within the Operations function which shows that the largest number of incidents within Operations occur within the Education Service. Frequent reports on the Supporting Learners Workstream, which contain updates on the work being undertaken to reduce the number of incidents, continue to be presented and approved at Educational Operational Delivery Committee.

These incidents often involve children/young people where a social, emotional, mental health need (SEMHN) has been identified. The Connected and Compassionate Communities (CCC) is a training programme for staff, which focuses on embedding trauma-skilled practice and relational approaches across a school, their wider community, and associated schools' group.

Schools follow the staged intervention procedure, whereby support is accessed using school-based, community, and city-wide supports.

The Health & Safety sub-group, which was formed, with a membership of Education staff, Trade Unions and Corporate health and safety, to undertake analysis of health and safety data generated by schools informed the direction of the overall workstream. This also ensures that appropriate support is made available to schools if required.

- 3.6** When an incident is reported the corporate system generates an investigation report which the reporting officer is required to complete. This investigation report highlights categories of criteria which require to be considered including root cause, actions identified and completion dates. Figures on the completion of these investigation reports are provided to the Functional Health and Safety groups with actions raised there against chief officers and service managers to ensure any issues are closed out effectively. Any outstanding issues are also escalated to the Performance Board for their assistance in achieving compliance.

HSE Reportable incidents (Jan-Mar 2022)

- 3.7** The table in the Appendix also shows the number of RIDDOR reportable incidents. During this reporting period six incidents involving an employee required to be reported to the Health and Safety Executive, all incidents occurred between Jan-Mar 2022. The six reports were required as the employee was absent from work for a period of more than 7 days due to a work-related incident.
- 3.8** All RIDDOR incidents are followed up by the Corporate Health and Safety Team to get assurance that the correct causation and remedial actions have been identified; also, that any remedial actions have been implemented.

Incident (reportable employee) frequency rates

Period – Quarterly	Reportable Incidence rate	Reporting period
Jan-Mar 2022	0.75	2021/22

- 3.9** The above figures are calculated using the formula:

$$\frac{\text{Incidence rate} = \text{RIDDOR injuries per period} \times 1000}{\text{Number of employees}}$$

- 3.10** The figure for the corresponding period last year (Jan -Mar 2021) were seven RIDDOR reportable incidents and a reportable incident rate of 0.875.

Reportable Diseases

- 3.11** There were no reportable diseases reported under RIDDOR; which was also the case in the corresponding reporting period last year.

Near Miss Information

- 3.12** Many safety activities are reactive, that is, they occur after an injury incident. By reporting near-miss incidents this promotes proactive safety, thereby raising awareness of potential hazards and mitigation strategies before an injury occurs. Recognising and reporting near-miss incidents can significantly improve employee safety and enhance the safety culture by allowing processes and systems to be altered before an incident occurs.
- 3.13** Reporting managers are required to investigate the near miss to identify the root cause and implement any new identified controls, where possible, to reduce the likelihood of any reoccurrence.
- 3.14** The appendix shows information on the number of near miss figures for this reporting period and again a comparison with the two previous reporting years.
- 3.15** Page eight of the appendix gives a breakdown of near misses within the Operations function. As with incidents, the majority are within the Education services. Similar to incident figures, these are mainly as a result of distressed behaviours evident in some children with additional support needs. Risk assessments are reviewed after every near miss to consider any actions which can be taken to prevent or reduce the risk of reoccurrence.

Three-year comparison

- 3.16** The annual comparative figures are now starting to show an increase in reporting in comparison with the two previous years as Services return to more normal working practices and the face-to-face interactions with service users return.

Regulator interventions (HSE / SFRS)

- 3.17** There are occasions where HSE and Scottish Fire and Rescue Services (SFRS) contact Aberdeen City Council to request further information or ask for action to be taken with regard to the way Aberdeen City Council undertake their legal duties.
- 3.18** There were no interventions with HSE in this reporting period. 4 site visits from SFRS were made as part of their annual audit of social care properties.
- 3.19** Any identified actions from these audit visits are added to the fire risk actions database and allocated to the responsible manager. These are followed through the fire action dashboard to close out. Any actions which were to pass their compliance date are raised with the relevant Chief Officer and reported to the Risk Board.

Fire risk assessments

- 3.20** Fire risk assessments have been recommenced and are completed on a rolling 5-year programme. A total of 22 fire risk assessments, including 10 Bon Accord

Care sites, were completed during this reporting period. The overall average compliance score was 88%.

- 3.21** Any identified actions are included into the fire risk actions database and monitored to a close. This database is available to all Chief Officers on the managers portal, which shows live data on open, closed, and non-complied with actions. Should an action pass the compliance date these are escalated to the Chief Officer; with this dashboard also to be provided to the Performance Board to help achieve compliance.

Health and Safety Audits

- 3.22** Covid 19 Compliance - 27 visits have been undertaken at various premises within the ACC estate with an overall compliance score of 98%. Again, all action points raised are included in an action log, which is reviewed weekly and reported to the relevant Chief Officer. The Workforce Planning and Protection Group and the Risk Board are also updated when actions go beyond the agreed compliance date. Managers are given access to the action log to record the action taken by them and the date completed. Follow up visits are also carried out to ensure actions have been completed and that controls continue to be suitable and sufficient and are being followed.
- 3.23** First Aid Compliance Monitoring visits were undertaken with an overall score of 86%, actions included the completion of the first aid needs assessment and any follow up actions, insufficient record keeping of trained staff and refresher training and a lack of information on first aid provision during initial site induction. Line Manager Responsibility compliance monitoring was also undertaken with an average score of 94%, areas requiring action included risk assessment training, completion of a first aid needs assessment and no workplace inspections carried out. The CHST are currently providing training, where identified, to all management levels, this includes specific 1-2-1 training on manager responsibilities, risk assessment and reporting/investigating incidents.
- 3.24** Where actions in any audit or compliance process are not closed out on time these are initially raised with the relevant Chief Officer and reported through the relevant Function Health and Safety Group and the Risk and Performance Boards.

Health and safety policies, procedures and guidance

- 3.25** Health and safety procedures are scheduled for review across the year. Corporate procedures are reviewed by the Corporate Health and Safety Team (CHST) whilst local procedures, specific to a service, are reviewed by the service with advice and input from the CHST.
- 3.26** Work continues to be carried out on a number of corporate and local procedures which, when complete and approved by the relevant Chief Officer, will be updated on the Health and Safety section of the intranet.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the recommendations of this report.

5. LEGAL IMPLICATIONS

- 5.1 The Health and Safety at Work etc Act 1974 requires that an organisation has a suitably robust safety management system to ensure the health, safety and welfare of their employees. Where any incident is of sufficient seriousness there is a requirement to report these under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 which provides a potential for the Enforcing Authorities to become involved and carry out their own investigation into the circumstances of the incident. Any investigation could result in prosecution of the organisation and in some cases prosecution of managers and/or employee.

6. ENVIRONMENTAL IMPLICATIONS

- 6.1 There are no environmental implications as a result of this report.

7. RISK

Risk Appetite

The assessment of risk contained within the table below is considered to be consistent with the Council's Risk Appetite Statement

Management Of Risk

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H) *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
Strategic Risk	N/A	N/A		
Compliance	There is the risk that any injury or serious health and safety incident could result in focus from the Health	Corporate Procedures require all tasks to be risk assessed and the controls implemented and supervised by line managers. All employees are trained to a level where	L	Yes

	<p>and Safety Executive which could result in enforcement action in the form of notices or prosecution.</p>	<p>they are competent to carry out the work.</p> <p>Analysis of the causes of the incidents, near misses and work-related absences and resultant improvements to prevent, where possible, reoccurrences, can reduce the financial exposure to the Council.</p> <p>This effective health and safety management system in which risks are identified and either eliminated or reduced will result in a reduction of costs to the organisation.</p>		
Operational	<p>The risk is that any health and safety incident can lead to an injury to an employee which could have the potential to temporarily or permanently affect either or both their employment or their life.</p> <p>The risk to our citizens is that we are unable to provide the same level of</p>	<p>The task has been risk assessed; employees are trained, competent and supervised then there should be less likelihood of incidents.</p>	L	Yes

	service delivery due to staff absences from illness and injury sustained during their work. Also, there is the possibility of a reduced budget due to the associated financial costs.			
Financial	The risk is that any incident has the potential to bring a reduction in the overall budget in place to provide service delivery.	As per compliance above	L	Yes
Reputational	Local and National press coverage of any incident can present reputational damage to the organisation.	Each Function should have a robust safety management system in place. There are many facets to this which are important starting from ensuring employees are trained and competent, every hazard is risk assessed and employees are up to carrying out investigation of near misses to ensure controls are reviewed to consider whether remedial actions are required.	L	Yes
Environment / Climate	N/A	N/A	N/A	

8. OUTCOMES

<u>Aberdeen City Local Outcome Improvement Plan</u>	
Prosperous Economy Stretch Outcomes	A healthy and safe workplace assists the overarching principles of the stretch outcomes within the LOIP by ensuring that resource is directed at the services required by the city. Removing the level of lost resource to the financial penalties incurred through the Civil and Law Courts and from the Regulators will allow the available resource to be best used to ensure funding of the growth sectors of the local economy.
Prosperous People Stretch Outcomes	The areas reported on within this report allow Clusters a further opportunity to recognise areas which when acted upon can assist with engagement of staff and service users to support the meaningful educational progress of children and young people.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	Full Impact assessment not required
Data Protection Impact Assessment	Not required

10. BACKGROUND PAPERS

10.1 N/A

11. APPENDICES

11.1 Quarterly staff governance Health and safety report January to March 2022

12. REPORT AUTHOR CONTACT DETAILS

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